

**FRANKLIN COUNTY
PUBLIC FACILITIES MANAGEMENT
373 South High Street, 2nd Floor
Columbus, OH 43215-4912**

J O B A N N O U N C E M E N T

WORKING TITLE: Facilities Project Manager

PCN: 034002

SUPERVISOR: Assistant Director – Construction and Planning, Public Facilities Management

PRIMARY RESPONSIBILITIES: Manage, plan, direct, and oversee construction projects. Prepare bid specifications. Review, write and edit specifications and drawings. Preview architect and engineering proposals, RFQ, RFP, plans, and specifications. Research information on products, methods, contractors, etc. to provide improved delivery of completed projects. Respond to problems arising on project assignments and assist with budget preparation. Coordinate projects to ensure that they are completed in accordance with established schedules. Select design professionals and commission authorities to assign project assignments.

Inspect permanent improvements on construction and maintenance/repair projects. Create, prepare and process contracts, resolutions, and fiscal paperwork. Receive reviews. Analyze and provide comments and file reports associated with construction projects. Investigate by telephone or in-person to obtain information when reports from contractors lack sufficient information. Provide technical assistance to supervisors in decision making and processing work and coworkers.

Maintain records and files on projects and respond to voicemail and electronic mail messages.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business, Facility Management, or related field with three years of construction project management or related experience; or any equivalent combination of training and experience. **Preferred Qualifications:** 5 yrs. experience in project management that includes the development of project schedules and closeout documents, management of project budgets and project estimating. Computer experience that include the use of gant charts, project planning software, presentation software, and spreadsheet applications desirable; 24 mos. trg. or 24 mos. exp. in interior space design or facilities planning & design; - Or 12 mos. exp. as Space Planner. Construction knowledge of public policy management or public administration; public finance; public budgeting; project management life cycle methodologies desirable.

STARTING SALARY: \$26.14/hour; negotiable based on qualifications and professional experience.

DEADLINE FOR APPLYING: Until Filled

If interested in this opportunity, please apply on-line at www.franklincountyohio.gov/commissioners/hr.

-EOE-

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